

**VISA EXECUTIVE WORKING GROUP (EWG)
MEETING MINUTES, 18 JULY 2002**

1. NOTICE: The Executive Working Group (EWG) was organized by the National Defense Transportation Association (NDTA) Sealift Committee in March 1995, and consists primarily of representatives from the Department of Defense (DOD), the Department of Transportation (DOT) and the transportation industry. Industry representatives on the EWG are selected by Mr. James Henry, Chairman of the NDTA Sealift Committee (telephone (301) 423-3335). The purpose of the EWG is to study transportation issues of interest to government and industry and report the status of these issues to the NDTA membership. The EWG is a forum for the exchange of information. DOD officials participating in the EWG may not transfer any authority or responsibility for government decisions to industry or to the industry members of the EWG. By making the minutes of EWG meetings available electronically, DOD, DOT, and the NDTA promote other forums for the exchange of information. DOD invites interested parties to comment on issues considered at EWG meetings, to provide additional information, or to request further information. The DOD point of contact is MAJ Todd Robbins, who can be contacted by e-mail *todd.robbins@hq.transcom.mil*, telephone (618) 229-1529, fax (618) 256-6877, or by mail: USTRANSCOM, ATTN: TCJ5-AS (MAJ Todd Robbins), 508 Scott Drive, Scott Air Force Base, Illinois, 62225-5357. Interested parties also may contact the NDTA through Mr. James Henry [telephone (301) 423-3335], the DOT through Mr. James Caponiti [telephone (202) 366-5400], or any industry member of the EWG. Industry members of the EWG are (in alphabetical order):

<u>Name</u>	<u>Organization</u>	<u>Telephone</u>
Mr. Edward Fortunato	Crowley Maritime Corp.	(703) 684-3132
Mr. Michael Garvin	Matson Navigation Company	(415) 957-4200
Mr. Kenneth Gaulden	Maersk - SeaLand	(703) 351-9200
Mr. Augie Tellez	American Maritime Officers	(301) 899-0675
Mr. Ans Kristbergs	Farrell/P&O Nedlloyd	(201) 896-8979
Mr. J. Robert Leyh	Central Gulf Lines and Waterman Steamship Corporation	(202) 659-3804
Mr. Lawrence Cosgriff	APL	(202) 496-2480
Mr. Steve Gill	American Roll-on Roll-off Carriers	(201) 307-1626
Mr. James Wachtel	Lykes Lines Limited	(813) 276-4698

2. The agenda is at Attachment 1.
3. The list of EWG attendees is at Attachment 2.
4. The updated list of tasks from the EWG is shown at Attachment 3.
5. MEETING SUMMARY.

a. Opening Remarks.

- (1) LTG Brown (USTRANSCOM) welcomed the meeting participants. He announced that this would be Mr. Frank Weber's last EWG meeting.

b. Contract Timeline Review

- (1) Ms. Gail Jorgenson (USTRANSCOM) briefed the contract timeline. There was general concern expressed in keeping the VCC and DCC process on schedule. Efforts are being made to meet the current timeline.

c. VCC/DCC Process Government Team Assessment

(1) Ms. Gail Jorgenson (USTRANSCOM) provided an overview on the progress of the assessment team.

- Intent: To influence the VCC/DCC 03 solicitation, where possible, but improve the entire contacting process prior to VCC/DCC 04 solicitation in Jan 04.
- USTC, MTMC, MSC and MARAD conducted internal assessment of the process.
- Identify key issues and develop courses of action.
- Desired End State: Streamline program that contractually fulfills the operational requirements of the warfighter.

(2) Near-Term Opportunities

- Streamline enrollment process
- Establish web-based data portal
- Develop industry awareness education program
- Exercise contract portion of the VISA concept

(3) Streamline Enrollment Process

- Complete process map
- Eliminate redundant and/or non value added efforts
- Post process to VISA web page
- Establish mechanism and process for industry to access their individual data
- Desired end state: less cumbersome offer preparation and evaluation

(4) Establish Web-Based Data Portal

- Web-based data portal to capture ship and service data currently captured on Attachment 1 and CARE Data Base
- Design to allow Carriers to keep their data current
- Provides a more accurate tool for planners and operational execution
- Use as a tool to monitor progress of enrollment process
- Desired end state: produce an enabler for planners, operators, and contract preparation

(5) Industry Awareness/Education Program

- Develop a VISA 101 Course to present to potential commercial partners not currently in VISA program
- Team effort – MARAD and DOD
- Presentations would be made annually to various regions of the United States
- Audience would be potential new participants in the program
- Desired end state: Increase awareness and understanding of VISA program

(6) Exercise Contract Portion of VISA

- Prepare JPAG like exercise scenario designed to test contracting effort
- Identify areas for special observation. For example, potential Business Rules, activation/deactivation procedures
- Conduct After Action Report to determine next phase of program improvements
- Desired end state: Process designed to identify potential contract shortcomings and/or obstacles

(7) The Road Ahead

- Establish teams and timelines for initiatives
- Provide updates on progress as appropriate

(8) Discussion:

- (a) There was some concern on the security of proprietary information. The working group was reassured that all proprietary data would be controlled and secured.
- (b) It was asked if the training was going to be available to the government also. A training program for both government and carriers will be developed.
- (c) There were questions about the timeline for the exercise. Ms. Jorgenson answered that the design of the exercise would begin around Jan 03 and that execution would be in a later timeframe. The government needs to develop the plan and internally analysis the process for the exercise.

d. USC-04 Integrated Process Team (IPT) Update

- (1) Mr. Craig Robinson (MTMC) briefed on the USC-04 IPT. He addressed the government's input to the USC – 04 process improvement team.
 - (a) IPT Meeting 21 – 23 May and 24 – 26 June

- Multiple Year Contracts
 - Base and one option year with six month extension
 - Rates will be refreshed prior to exercise of option
 - Minimums in option years are more than nominal quantities
- Best Value Evaluation Process
 - Initial carrier minimum allocation based on BV evaluation
 - Shipper select upon award
 - Contemporaneous BV analysis by ordering officers
 - Integrated Booking System (IBS)
 - Further implementation of direct booking process
- Streamlining the Acquisition
 - Rate structure streamlined further
 - General Section will include single factor and multifactor rates
 - Shipper services requirements will be included in General Section
 - Eliminate multiple offerings for the shipper services for similar routings
 - Refine evaluation criterion
 - Eliminate redundancy of technical proposal submission
 - PWS refinements and additions
 - Over dimensional breakbulk for door to door movement
 - Contingency requirements concept
 - Refine performance reporting objectives and format
- Additional IPT Meeting If Required – Not Scheduled
- Pre-solicitation Conference 24 July 02

(2) LTG Brown asked Mr. Robinson if he has kept the government customers in the contract information loop? Mr. Robinson noted the various meetings he has had with government customers relaying the IPT information.

(3) Mr. McMillin (USTRANSCOM) asked Mr. Mike Andert (DCAA) for an update on the carrier audits. Mr. Andert replied that new audits are underway and that with the experience that the auditors have from recent work with the carriers the audits should go smoother.

(4) Mr. McMillin asked if bridging was going to be required. Mr. Robinson and Mr. Jim Fischer (MSC) both said yes.

(5) There were some questions for Mr. Robinson on the Best Value concept and also on the extension of the contract. Mr. Robinson said the first year of the contract work is determined on a Best Value method. The next year would be a shipper select method. The contract can be extended for a total life of 2 years and 6 months.

e. MSP/Mariner Update.

(1) Mr. Owen Doherty (MARAD) briefed on the status of the reauthorization of the Maritime Security Program (MSP) and provided an update on the Mariner Manning Study.

(a) Mr. Doherty provided the group an update on MSP reauthorization. The general understanding is that early reauthorization is better, a long-term (20 years) program, approximately \$3.5 million index to the Consumer Price Index and an increase in the number of vessels in the program. The Section 2 citizenship requirement continues to be

an issue. The majority of carriers is in agreement and believes that a solution is near. There is now an 11-point program that is supported by the majority of carriers.

- (b) Special Security Agreements (SSA) were discussed as possible avenues to security clearances for carriers not wanting to remain Section 2 Citizens. More information is required to determine what government organization would sponsor the carriers and the process to obtain a SSA.
- (c) On the Mariner Manning Study status, there is continued work. An additional survey has been distributed to licensed mariners. The purpose of this survey is to determine the skill set of the licensed mariners and to inquire on their interest in working in such capacity. The past survey provided a count on the overall number of mariners. This survey should fill in the missing information and help MARAD determine the skill levels and predict the interest in mariner work. There is a 6-point mariner plan under development that will help address the shortfalls in the number of mariners.
- (d) LTG Brown is concerned that the mariner issue is becoming more prominent and that without the necessary statistical background information the CINC will be unable to speak to the issues.
- (e) A side-by-side comparison of the Port Security Bills now before the House and Senate were discussed.

f.. Potential West Coast Labor Strike Update

- (1) Mr. Owen Doherty (MSC) briefed on the on going West Coast Labor issue. There is a potential for a labor strike. The unions have notified the DoD and assured them that military movements would still be processed. However, as LTG Brown pointed out, the typical day to day DoD cargo that is moved via commercial services would be impacted by a strike. Day to day cargo would not be processed.

g. Surface Movement Update

- (1) Mr. Frank Weber (USTRANSCOM) provided an update on the current and forecasted cargo movements for the war on terrorism. There has been an increase in the amount of water and rations that are being sent via surface movement. Agreements are in the works with regional nations to allow other classes of items to be moved through their countries. Central Command supports the idea to convert some air movement requirements to surface. One option under review is the rotational movements of forces. All movements would be by container.

h. Issues

The Carriers pointed out that there are contracts being let and movements underway outside of the prescribed procedures. Non-availability statements are being developed without regard to the DFAR and the workload is going to non-VISA carriers. USTRANSCOM, through MTMC, will look into the issue. The carriers were provided points of contact at USTRANSCOM and MTMC to assist when such events are identified.

i. EWG Recognition

- (1) LTG Brown thanked Mr. Frank Weber as one of the plank holders of VISA for his years of service to the transportation community.

j. Review the Taskers. See Attachment 3.

k. Review/Amend EWG Schedule.

(1) Current schedule shows the following dates:

(2) EWG meeting on 15 Aug 02

15 AUG 02 (TENTATIVE VTC)

19 SEP 02

17 OCT 02 (TENTATIVE VTC)

14 NOV 02

12 DEC 02 (TENTATIVE VTC)

16 JAN 03

20 FEB 03 (TENTATIVE VTC)

20 MAR 03

17 APR 03 (TENTATIVE VTC)

15 MAY 03

19 JUN 03 (TENTATIVE VTC)

17 JUL 03

21 AUG 03 (TENTATIVE VTC)

18 SEP 03

16 OCT 03 (TENTATIVE VTC)

20 NOV 03

11 DEC 03 (TENTATIVE VTC)

l. Friction Points/Issues.

(2) None

m. Rate the EWG Meeting. Ratings: 9.20 9.20 9.45 9.2

n. Closing Remarks.

(3) LTG Brown thanked everyone for attending the meeting.

6. Point of contact for updates or corrections to these minutes is MAJ Todd Robbins at (618) 229-1529, fax (618) 256-6877, e-mail: todd.robbsins@hq.transcom.mil

Attachments:

1. EWG Agenda
2. EWG Attendees
3. Tasker list from EWG

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18 JULY 2002**

AGENDA

<u>TIME</u>	<u>TOPIC</u>	<u>POC</u>
0800	Opening Remarks	DCINC
	Contract Timeline Review	TCJ3/4 LQ
	Follow-on Improvement Team (FIT) Update/Outbrief	TCJ3/4 LQ
	VCC/DCC/RFP/ Extension Update	MTMC/MSC
	Integrated Process Team (IPT) Discussion	MTMC
	USCO4 Draft RFP Discussion	MTMC
	MSP/Mariner Update to include Status of the Maritime Security Bills now before Congress	MARAD
	Potential West Coast Labor Strike Update	MARAD
1145	Wrap-up <ul style="list-style-type: none">- Review/Amend EWG Schedule- Review EWG Taskers- Friction Points- Rate the Meeting	Mr. McMillin
1155	Closing Remarks	DCINC
1200	Meeting Adjourns	

ATTENDEES FOR 18 JULY 2002 EWG MEETING

LTG Daniel Brown	USTRANSCOM/TCDC
Brig Gen James Swanson (Jim)	USTRANSCOM JA
Mr. Frank Weber	USTRANSCOM J3/4-D
Mr. Daniel McMillin (Dan)	USTRANSCOM J5-V
Mr. Owen Doherty	MARAD
Mr. Richard Haynes (Rick)	MSC
Mr. James Fischer (Jim)	MSC
Mr. William Lucas (Bill)	MTMC
Mr. Craig Robinson	MTMC
Mr. Michael Andert (Mike)	DCAA
Mr. Kenneth Gaulden (Ken)	Maersk Line Ltd.
Mr. Lawrence E. Cosgriff (Larry)	American President Lines, Ltd.
Mr. James Wells (Jim)	American Roll-On Roll-Off Carrier, LLC
Mr. Edward Fortunato (Ed)	Crowley Logistics
Mr. Michael Garvin (Mike)	Matson Navigation Company
Mr. Ans Kristbergs	Farrell Lines / P&O Nedlloyd
Mr. J. Robert Leyh (Bob)	Central Gulf Lines and Waterman Steamship Corporation
Mr. James Wachtel (Jim)	Lykes Lines Limited, LLC
COL Phillip Gick (Phil)	USTRANSCOM J5-A
Ms. Gail Jorgenson	USTRANSCOM J3/4 - LQ
Mr. Lary Mohl	USTRANSCOM JA
CDR Humberto Quantanilla (Burt)	USTRANSCOM J5-AS
Mr. Kenneth Mills (Ken)	USTRANSCOM J5-AS
MAJ Todd Robbins	USTRANSCOM J5-AS
Mr. John Boysha	Stanley Associates
Ms. Jeannine Kenyon	Stanley Associates

TASKERS FROM 18 JULY 2002 EWG

TASK

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None